

CONFIDENTIAL584 CD
Covert files

III

12 January 1950

MEMORANDUM TO CHIEF, SPECIAL SECURITY DIVISION ✓
 CHIEF, SECURITY DIVISION
 CHIEF, SECURITY CONTROL STAFF
 CHIEF, RESEARCH BRANCH
 CHIEF, SPECIAL SECURITY BRANCH
 ADMINISTRATIVE OFFICER, I&SS

(SUBS SPECIAL SECURITY DIV)

1. T/O of I&SS as revised on 29 September 1949 established the Special Security Division to handle semi-covert and covert personnel security matters for CIA. Aside from the requirements of higher authority, these revised tables were prepared and subsequently approved on the basis that so far as possible uniform appraisal and procedural methods would be followed in both overt and covert personnel security. It has been necessary to effect the transition in phases to prevent interruption in the heavy load of investigations being currently handled by I&SS. A files and record section was formed and trained in setting up semi-covert filing and index system. It has now been operationally pooled in the I&SS Files and Record Section for greater efficiency, although semi-covert files remain filed separately. An Appraisal Section was formed and is now fully organized and functioning on appraisal of all semi-covert cases.

2. I now wish to effect the second phase in this transition. The Chief, Special Security Division, will immediately reorganize the procedural methods of his office to accord with the revised T/O, insofar as the Special Security Branch and the Research Branch are concerned. In implementing this directive, and due to the sensitiveness of covert cases, I desire to specify the following details:

a. Chief, Special Security Division, and Chief, Special Security Branch, will receive and handle all requests for covert investigations and operational support.

b. Chief, Special Security Division, will form an informal operations group consisting of himself, Chief, Special Security Branch, and Chief, Research Branch, who under his direction will consider the various operational, personnel, and investigative aspects of each covert case.

c. I desire that the Chief, Research Branch, in addition to his other duties, be considered the deputy to Chief, Special Security Division, to function for him in his absence and therefor to keep abreast of procedures in both semi-covert and covert cases.

The Research Branch is charged solely with conduct of investigations and operational support.

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d. I desire that particular efforts of the operational group mentioned in paragraph b above be directed to conserving the capabilities of the Research Branch, and to close coordination in handling semi-covert and covert cases, through the various stages of procedure.

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e. Special Security Branch is designated as office of record for covert cases. All covert cases will be appraised and summarized by the Appraisal Section of Special Security Branch in similar manner to semi-covert cases, bearing in mind the differences in criteria and the operational requirements of the clandestine branch intending to use subject. ILLEGIB

f. All covert cases returned from Research Branch will be filed and recorded by a special control or file desk under the Chief, Special Security Branch. Such files, records, etc. are open only to the members of the operational group unless otherwise designated by Chief, I&SS. SSD

g. Special security measures will be effected in handling of covert cases and particularly in identity of true names. I suggest that some of these measures might be:

(1) Cases appraised under pseudonym or file number. SOP

(2) No selected appraisers be designated to covert cases, but such cases to be equally divided and each particular case worked on by only one appraiser. SOP

(3) Other measures devised by Chief, Special Security Division, which can be practically adopted to insure the least knowledge to the fewest persons on a "need to know" basis. 220 28

h. All disapprovals, recommended disapprovals, borderline or doubtful cases will be brought to Chief, I&SS, for final decision. OK ILLEGIB

i. The Chief, Special Security Division, will make sure that reference index information that does not disclose the identity of a covert person is properly abstracted and submitted to Reference Index, with in sensitive cases, reference only to the case number of covert case.

3. I desire the continued closest coordination and cooperation between Chief, Security Division, and Chief, Special Security Division. As pointed out above, covert cases must be closely compartmentalized but beyond these bounds there must be good normal cooperation between the two divisions in every respect, and in particular to exchange of incidental counter-intelligence or security information derived from various type investigations.


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4. I expect to issue at an early date a detailed functional statement of the functions assigned respectively to Security Division, Special Security Division, and Security Control Staff.

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Colonel, GSC
Chief, Inspection and Security Staff

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In the planning, it was agreed that agent strength should be increased, but that in order to avoid a drastic upward increase in T/O certain contractual services should be effected simultaneously to carry a portion of the work load particularly as it applied to open type investigations.

In December 1950, the investigative function of Inspection and Security Office known as Research Branch, later known as Special Security Division, included approximately [redacted] agents who were handling covert cases. During that month they completed 144 assignments or an average of approximately [redacted] per man. It should be noted that due to the nature of the covert assignments which in some instances necessarily "tied up" investigators for days without showing obvious production, that a figure of case load per man is somewhat deceptive and almost impossible to estimate accurately. However, throughout the succeeding months the average per man was consistent with the above. [redacted]

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During March 1950, approximately 350 cases were completed with an agent strength of [redacted]. Plans continued with the view of absorbing the approximate 200 to 250 cases per month formerly handled by FBI, plus carrying the covert case load. It was agreed that [redacted] agents would be required, in addition to utilization of contractual services of individuals and organizations.

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Estimated demands on the investigative activity revealed that 900 to 1200 cases would be required, of which approximately 50 percent would covert type. Arrangements were made to place 25X1A [REDACTED] under contract to handle certain open assignments; 25X1A [REDACTED] organizations were negotiated with and assisted in certain assignments; and approximately 10 to 15 individuals were placed under contract (other than Government employees) who completed certain assignments. The mechanical interrogation method was also expanded to provide an aid and ^{to} effect a curtailed investigative program to help carry the load. The case load continued to increase and in September 1951 a total of 772 field cases were completed, plus 941 name checks. The investigative expenditure for this month was calculated to be about \$99,000. By the end of that month [REDACTED]s were in the field. By the end of November 1951, [REDACTED] agents were operating in the field; 888 cases were completed (approximately 50 percent covert); and the cost was estimated at \$120,000. At the end of December 1951, the agent strength was built up to [REDACTED] toward the goal of [REDACTED] authorized agent strength.

Very effective improvements were completed in SSD since its approximate year of operation. [REDACTED]

uniformity of records and control were established throughout Headquarters [REDACTED] training was set up and approximately [REDACTED] were thoroughly trained for their specific assignments in SSD and other CIA possibilities; the Operations

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Staff of Headquarters SSD was smoothly organized to effect designated groups of personnel to handle the various types of covert cases and the open assignments;

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a Special Referral Group was established to handle special and largely internal investigative problems; and the entire organizational structure was improved to supply the investigative support particularly as applies to operational activities of CIA.

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